

~~CONFIDENTIAL~~

Weekly Report for Week Ending 17 November 1959
from
FORMS MANAGEMENT BRANCH

1. Contributionsa. Tangible

- (1) Completed 23 actions requiring the printing of 320,710 copies of forms.
- (2) One new and two revised forms were approved.
- (3) Two forms were made obsolete.

2. Assignmentsa. Active

(1) Forms Analysis Projects

	<u>Analyst</u>	<u>New</u>	<u>Revised</u>	<u>Totals</u>
25X1			4	4
			2	2
		2	2	4
		3	5	8
	Totals	5	13	18

(2) Teletype Dissemination Information Reports and Systems

25X1

(3) Revision of Dispatch Forms

25X1

Is being worked on at this time.

(4) Improved Management of Stocked Forms

25X1

Suggestions for the improvement of the format of the new Supply Catalog have been sent to [REDACTED] Cataloguing SD/OL. Catalog is now being checked for omissions and errors.

25X1

(5) Uniform Information Report

25X1

(6) Revision of Courier Receipt and Log Record

25X1

(7) Expediting Printing of Information Reports

(8) Improvement of Quality of Information Reports Production

25X1

- 25X1 (9) Revision of Security Officer Check List, Security Check Sheet, and their coordination with Security Check Sheet Holder [redacted]
- (10) Forms Management Orientation Seminar [redacted] 25X1
- (11) Revision of Form 30, "Request for Approval of Form" [redacted] 25X1
- (12) [redacted] 25X1
- (13) Joint CS-JCS War Plan Form [redacted] 25X1
- (14) TS Signature Record and Cover Sheet, Form 26 [redacted] 25X1
Out for coordination in OCR.
- (15) Computer System Forms for RCA-501 [redacted] 25X1
- (16) Survey of all Forms under the Old Numbering System [redacted] 25X1
Reports received on 22 of the 30 forms remaining under this old system. Four have been declared obsolete, one has been re-designated and 17 have been declared current.
- (17) Slides and Prints of New Building Site [redacted] 25X1
- 25X1 (18) American Management Association Workshop Seminar #614-59, "Organization and Management of an Effective Records Retention Program" [redacted]
- 25X1 [redacted] is working on his seminar material [redacted] 25X1
- (19) Map Request Routing Sheet, Form 466 [redacted] 25X1
Form is being revised.
- (20) Headquarters Property Turn-in Document, Form 1707 [redacted] 25X1
New form is being prepared.
- (21) Survey of all Forms under the New Numbering System no Ordered in 18 months or over [redacted] 25X1

Survey sheets have been sent out to the OPI's on 560 forms.

(22) Employee Suggestions:

25X1

[redacted]
Total

Pending

1

2

1

$\frac{1}{4}$

3. News

- a. An additional sum of \$18.00 was received for the United Givers Fund. This was in response to Col. White's appeal to assist DD/S components to meet their quota.

25X1